



**FLORIDA DEPARTMENT OF EDUCATION  
2023–2024 Request for Application (RFA Discretionary)  
Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act  
(Perkins V)  
Secondary Career and Technical Education Programs for  
Department of Juvenile Justice Students**

**Bureau / Office**

Division of Career and Adult Education

**TAPS Number**

24B006

**Program Name**

Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V), Career and Technical Education — **Secondary Career and Technical Education Programs for Department of Juvenile Justice (DJJ) Students**

**Specific Funding Authority(ies)**

The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V), Title I; Workforce Investment Act, Section 503, CFDA #84.048

The Florida Department of Education’s Perkins State Plan for 2020–2024 was approved by the United States Department of Education (US ED) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act of 2018, herein known as “Perkins V.”

To view **Florida’s Four-Year State Plan for Perkins V**, visit: <http://www.fldoe.org/perkins>.

**Funding Purpose / Priorities**

The purpose is to develop more fully the academic, career and technical skills of secondary students be served by the Department of Juvenile Justice (DJJ) by implementing new, or improving existing, career and technical education programs that align to High-Skill, High-Wage, and/or High-Demand fields and lead to CAPE secondary or postsecondary industry certifications in DJJ programs. Section 112 (c)(2) Reserve.—From amounts made available under subsection (a)(1) to carry out this subsection, an eligible agency may award grants to eligible recipients for career and technical education activities described in section 135 in order to —

- (A) foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
- (B) promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

For more information, see *Florida's Perkins V Implementation Guide* on the website:

<http://www.fldoe.org/perkins>.

**Total Funding Amount**

\$525,000 (See Allocation Chart in Attachments)

**Type of Award**

Discretionary Non-Competitive

**Budget / Program Performance Period**

July 1, 2023 to June 30, 2024

**The project effective date will be the date that the application is received within the Office of Grants Management, meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

**Target Population(s)**

Career and Technical education students grades 6–12 being served in DJJ Programs.

**Eligible Applicant(s)**

School Districts listed in the Allocation Chart (see attachments) are the only eligible applicants for this funding and are required to serve as the fiscal and lead programmatic agent. The School District's award is contingent upon the development and maintenance of a **Cooperative Agreement** (see form in the **Attachments** section) with the applicable DJJ program(s).

**Application Due Date**

**Thursday, November 9, 2023, no later than 11:59 pm (EST)**

The due date refers to the date of receipt in the Office of Grants Management via Office of Grants Management (OGM) ShareFile system via Agency Number-Agency Name\_xxB006\_SUBMIT ShareFile folder. Direct Mail, Facsimile and E-mail submissions are not acceptable.

For Federal programs, applications received after June 30, 2023, will be effective on the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

**Matching Requirement**

None

## **Disclaimer**

**Any unused funds from July 1, 2023 through June 30, 2024 will revert to the new DJJ local education agency (LEA), and any assets purchased with 2023–2024 funds will also transfer to the DJJ LEA.**

## **Contact Persons**

### **Program Contact**

Dr. John Nelzén  
Program Specialist, Federal and State Initiatives  
850-245-0958  
[John.Nelzen@fldoe.org](mailto:John.Nelzen@fldoe.org)

### **Grants Management Contact**

Kinisha Murphy  
Grants Manager  
850-245-0731  
[Kinisha.Murphy@fldoe.org](mailto:Kinisha.Murphy@fldoe.org)

## **Assurances**

The Florida Department of Education (FDOE) has developed and implemented the General Terms, Assurances and Conditions for Participation in Federal and State Programs to comply with:

1) 2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (US ED), 2) applicable regulations of other Federal agencies, and 3) state regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the *Green Book*, available at: <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

### **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in US ED General Administrative Regulations (EDGAR, <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>) Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014 and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

## **Risk Analysis**

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urllt/doe610.xls>

Submit the DOE 610 (if applicable) to the [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org) mailbox; do not include the DOE 610 with the application documents. Indicate the Project Name and TAPS in the subject of the mail.

## **Funding Method**

### **Federal Cash Advance (Public Entities only as authorized by the FDOE)**

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

## **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE101. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs ([Green Book](#)). Please note the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: Invoices with check numbers verifying payment, bank statements, time and effort logs for staff, and salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

### **Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

### **Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, giveaways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items or services already covered by indirect costs allocation

- Costs not allowable for federal programs per the US ED General Administration
- Regulations ([EDGAR](#)), [Uniform Grant Guidance](#) (UGG, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)) or and Florida’s *Reference Guide for State Expenditures* (<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>).

**Shall Supplement, Not Supplant**

**Federal Requirement**

Section 211 (a) of the Act states that the funds made available for Career and Technical Education activities shall supplement and not supplant non-federal funds expended for Career and Technical Education activities.

**Equipment Purchases**

**Federal Requirement**

Any equipment purchased under this program must follow [Uniform Grants Guidance](#) and Florida’s [Reference Guide for State Expenditures](#).

Any equipment purchases not listed on the original budget approved by the FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the [Green Book](#).

The UGG, Section 200.313 Equipment, requires that property records be maintained and provide an accurate accounting of equipment purchased with grant funds.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 69I-72.006, Florida Administrative Code.

**State Requirement**

The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states: All tangible personal property with a value or cost of \$5,000 or more and having a projected useful life of one year or more shall be recorded in the state’s financial system as property for inventory purposes. Rule, 69I-72.003, Recording of Property, states: Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody.

**Division of Career and Adult Education Requirement**

In accordance to UGG, Section 200.302 (b)(4) Internal Controls, regardless of cost, the agencies must maintain effective control and “safeguard all assets and assure that they are used solely for authorized purposes.”

In order for FDOE to monitor effective internal controls, DCAE requires agencies to maintain adequate records of all single items \$1,000 to \$4,999. Items over \$5,000, must be inventoried, as outlined in UGG, Section 200.313 Equipment. Each agency will be required during the Quality Assurance and Compliance monitoring review to provide this information as requested.

To ensure that Florida adequately monitors equipment purchased with federal funds, applicants must record ALL equipment with a unit cost of \$5,000 or more on the **DOE 101 Budget Narrative Form** and on the **Projected Equipment Purchases Form** (applicant may use this form or another format that contains the information appearing on this form).

### **Administrative Costs including Indirect Costs**

In accordance with the Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V), administrative and indirect are shared costs that cannot exceed 5% of the award amount. The administrative cost must apply to an administrative function.

The term “administration,” when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient’s duties under this Act, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities.

This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to, rental of office space, bookkeeping and accounting services, and utilities.

Administrative costs are costs that cannot be identified with any single program, but are indispensable to conducting agency activities and to the organization's survival. The Florida Department of Education recognizes that allowable general and administrative costs are essential and legitimate costs of provider agencies.

The administrative costs of the provider represent costs which are incurred for common or joint objectives in providing services. Such costs are distributed to all provider programs on an allocation basis; that is, a fair share of expenses is distributed to each service program. G & A costs may include:

- Salaries and wages plus applicable fringe benefits for staff engaging in administrative duties;
- Audit costs;
- Legal fees;
- Equipment associated with administrative tasks or positions;
- Office supplies, postage, communications, travel and other general office costs associated with administrative tasks;
- Maintenance and housekeeping costs incurred through salaries and wages plus fringe benefits or through a contract for the administrative offices;
- Facility costs, such as depreciation, rental of space, maintenance and repair, utilities, and property insurance if approved by FDOE;
- Liability insurance; and
- Any other cost associated with administrative activities or tasks.

### **Executive Order 11-116**

#### **State Requirement**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value, the Contractor will: (a)utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the

Contract term, and (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

### **State of Florida, Executive Order 20-44**

#### **State Requirement**

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the Department an annual report in the format required by the Department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link: [https://www.flgov.com/wp-content/uploads/orders/2020/EO\\_20-44.pdf](https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf).

### **Intellectual Property**

#### **State Requirement**

The awarded agency is subject to the following additional provisions:

- A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this Grant/Contract shall become the exclusive property of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Grantee/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.
- B. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the Department pursuant to s. 1006.39, F.S., on behalf of the State of Florida.
- C. In the event it is determined as a matter of law that any such work is not a "work for hire," grantee shall immediately assign to the Department all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.
- D. The foregoing shall not apply to any pre-existing software, or other work of authorship used by Grantee/Contractor, to create a Deliverable but which exists as a work independent of the Deliverable, unless the pre-existing software or work was developed by Grantee pursuant to a previous Contract/Grant with the Department or a purchase by the Department under a State Term Contract.
- E. The Department shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation:
  - 1. The written source code;
  - 2. The source code files;



3. The executable code;
4. The executable code files;
5. The data dictionary;
6. The data-flow diagram;
7. The workflow diagram;
8. The entity relationship diagram; and
9. All other documentation needed to enable the Department to support, recreate, revise, repair, or otherwise make use of the software.

## **Services and Support for Special Populations**

### **Federal Requirement**

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)

### **Compliance Monitoring**

The state will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff monitors recipients' compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by [2 CFR 200 of the Uniform Guidance](#), Florida's [Reference Guide for State Expenditures](#) and guidelines published in the Florida Department of Education's [Green Book](#).

The Division of Career and Adult Education, *Quality Assurance Policies, Procedures and Protocols Manual* is available at: <http://www.fldoe.org/academics/career-adult-edu/compliance>.

### **Amendment Procedures**

All funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs ([Green Book](#)). Please note the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Project amendments may be proposed by the project recipient or by the DOE Program Manager. Program and budget amendments to approved project applications for all programs shall be prepared by project recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE 151) available on the Division of Career and Adult Education Grants website at: <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml>.

A project recipient may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates: (1) the date the Department receives the amendment in substantially approvable form or (2) the date approved by the Department Program Manager.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

### **Records Retention**

It is the responsibility of the fiscal agency to retain records for financial transactions and supporting documentation for auditing purposes. If records are requested by the Florida Department of Education or the State of Florida Division of Financial Services, all records must be provided.

Records should be maintained for **five years** from the last day of the program or longer if there is an ongoing investigation or audit.

## **2020–2024 PERKINS V REQUIREMENTS** **Department of Juvenile Justice (DJJ)**

The Florida Department of Education’s Perkins State Plan for 2020–2024 was approved by the United States Department of Education (US ED) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as “Perkins V.” To view **Florida’s Four-Year State Plan for Perkins V**, visit: <http://fldoe.org/academics/career-adult-edu/perkins/>.

All eligible recipients using funds under this Act must adhere to all of the provisions included in the Act, Florida’s Four-Year State Plan for Perkins V (2020–2024), the Florida Department of Education (FDOE) 2023–2024 Perkins V Implementation Guide and those listed below. Implementation of this new state plan requires each eligible recipient to submit a local application in compliance with the requirements in Section 134 of the Act.

The application shall cover the same period of time as the state plan. Funding for Perkins projects in fiscal year 2023–2024 is contingent upon the final federal Perkins V allocation from the U.S. Department of Education.

For information regarding the distribution of funds to secondary career and technical education programs, see the Fiscal Responsibilities section of the state plan.

### **Secondary Career and Technical Education Programs for Department of Juvenile Justice Students Information**

1. Secondary career and technical education programs for Department of Juvenile Justice students are funded ONLY in conjunction with eligible recipients’ secondary-level programs. To qualify for secondary Juvenile Justice funds, the CTE program must be in alignment with the secondary Comprehensive Local Needs Assessment (CLNA) and meet all the Perkins V requirements, including those for Labor Market Alignment, as well as for Size, Scope, and Quality. The secondary Juvenile Justice programs listed must be on the agency’s secondary approved fundable programs list. In other words, to be eligible, districts must submit a current CLNA Narrative (Word), Program Narrative (Excel Workbook) and 2023–2024 CTE Assurances. Typically, these are received as part of Perkins Entitlement RFA and it is not necessary to send a duplicate.
2. **However, a DOE 101, Budget Narrative specific to this DJJ grant must be submitted to FDOE.** There are additional requirements specific to this grant, as summarized on the Application Review Criteria and Checklist.
3. Under this grant, students must be prepared for CAPE secondary or postsecondary industry certifications and High-Skill, High-Wage, and / or High-Demand Fields as substantiated by the district’s CLNA documentation through primary or secondary sources.
4. Funds allocated for this secondary Juvenile Justice programs are authorized under Perkins V Section 112 (c)(2) Reserve.—From amounts made available under subsection (a)(1) to carry out this subsection, an eligible agency may award grants to eligible recipients for career and technical education activities described in section 135 in order to —

- (A) foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
- (B) promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

- 5. Any unused funds from July 1, 2023 through June 30, 2024 will revert to the new DJJ local education agency (LEA), and any assets purchased with 2023–2024 funds will also transfer to the DJJ LEA.

For more information regarding the distribution of funds to secondary career and technical education programs, see **Florida’s Four-Year State Plan for Perkins V**, visit: <http://www.fldoe.org/perkins>.

## **PROJECT DESIGN NARRATIVE SECTION**

To receive funds under the Reserve funding, the secondary Juvenile Justice grants are funded ONLY in conjunction with eligible recipients’ Secondary Local Four-Year Plan Application.

To assist with this secondary Juvenile Justice RFA, eligible recipients must review the *Perkins V Implementation Guide*, which can be accessed at <http://fldoe.org/academics/career-adult-edu/perkins/>.

This guide details federal, state requirements, and must be used as a resource to prepare the grant application.

Within each Narrative Component are considerations meant to inform responses.

For a list of all items to be included in the application package, please see the **Application Review Criteria and Checklist** in the **Attachments** section.

## APPLICATION NARRATIVE SECTION

### **Instructions for Completing the Narrative Information**

Following the instructions within each narrative component, complete the application using the same sequence presented in this narrative section.

1. **Before** inserting any text or information into the Application Narrative Section, forms and charts, **save** the pages/charts/forms in Word on your computer.
  - Responses should be clear and concise.
  - All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
    - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record (do not use signature password protection).
    - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
    - The department will also accept a typed signature, if the individual signing the document uploads the document.
2. **Place all application items in the order specified** in the **Application Checklist** (Refer to the last page of this RFA document).
3. Eligible agencies must download the **Department of Juvenile Justice** Application and submit all documents via ShareFile system via **Agency Number-Agency Name\_xxB006\_SUBMIT**.
4. NARRATIVE SECTIONS (1–8): MAXIMUM PAGE LIMIT IS THIRTY (30) PAGES  
This **does not include** any required forms **and/or** other specified information.

#### **Narrative Section response format:**

- a. Double spaced (this does not include charts)
  - b. Complete the narrative using the same sequence presented in the **Project Narrative/Scope of Work Section**.
5. Required application submission naming convention:
    - Agency number- Agency Name -TAPS#24B006
    - Example: 999- Jones County SD -TAPS#24B006
    - Save all application documents in one PDF file.

## **Project Narrative/Scope of Work**

### **1. Project Abstract**

**Provide a summary of the proposed project that describes: 1) How the project will implement CTE programs that lead to CAPE secondary or postsecondary industry certifications, and are 2) aligned with the labor market as substantiated by the district's CLNA.**

**In addition to requirements above, you MUST: 1) Include a memo detailing prior-year enrollment (2022–2023) data, 2) complete the chart on following page for each CTE program being funded, adding rows as needed, and 3) include a collaboration memo, signed by the district and DJJ facilities, that outlines the role(s), activities, and expected contributions of the each entity.**

#### ***Considerations***

- It is clear that the proposed project aligns with Perkins/CTE requirements and the District's CLNA.*
- The summary provides the list of CTE program(s) to be used in support of this DJJ program.*
- The proposed project summary identifies how students being served in DJJ programs will have opportunities to enroll in a CTE program that leads to CAPE secondary or postsecondary industry certifications and aligned with the labor market as substantiated by the district's CLNA.*

**Enrollment and Projected Enrollment (Required)**

**Enrollment**

In a memo format, list the DJJ facilities included under this grant, and for each facility provide: 1) The total number of students enrolled, 2) the total number of students enrolled in CTE programs, and 3) the percentage of students enrolled in CTE programs in the previous program year (2022–2023).

**Projected Enrollment of Proposed CTE Programs and Associated Courses**

Name and program number of Perkins V–eligible program (the current list of eligible programs, which was also used to build the Perkins V Entitlement RFA CLNA and Budget Excel Workbooks, is available from FDOE upon request from Perkins@fldoe.org)	Location of program	School (DOE) code	Career cluster (Business, IT, Agriculture, etc.)	Name of courses offered in the CTE program and course number(s). (refer to FDOE’s curriculum frameworks)	Name of CAPE industry certification(s) DJJ students may earn	Method district used to document Labor Market Alignment in its secondary CLNA? List the type of primary source or secondary sources	Number of students in this program served at facility in 2022–2023	Number of students projected to enroll in this CTE program in 2023–2024

## **2. Project Need**

**Describe the need for the proposed project and provide supporting data as evidence.**

### ***Considerations***

- *The need for the services to be provided or the activities to be carried out is apparent.*
- *The proposed addresses the identified needs of the targeted population(s).*
- *Gaps or weaknesses in services are explained, including the nature and magnitude of the gaps and/or weaknesses.*
- *The need for the proposed project is justified through supportive data such as:*
  - *Baseline number and percentage of youth ages 16 and older projected for project participation, and*
  - *Baseline number and percentage of projected participants that are at least 3 years over age for grade.*
  - *Labor market information from the district's secondary CLNA that substantiates the need of the project*

## **3. Project Design and Implementation**

- a) Describe the measurable objectives, activities, timelines, and performance indicators for the proposed project's effort to prepare DJJ students for CAPE secondary or postsecondary industry certifications and provide CTE programming that is aligned to the local/regional labor market as evidenced in the district's CLNA.**

### ***Considerations***

- *The objectives are measurable, qualitative, challenging, yet achievable, and address all outcomes of the project.*
- *The timelines are specific, realistic, and consistent with measurable objectives and outcomes.*
- *The baseline number and percentage of students to be served is identified and appropriate for the program described.*
- *The proposed performance indicators will evidence the impact of the project in serving students in DJJ programs.*
- *The proposed project identifies the activities to be undertaken to provide rigorous and relevant CTE program(s) and associated courses (career and technical education courses found in Section 5 of the Course Code Directory) that lead to CAPE secondary or postsecondary industry certification(s). Proposed activities include technical assistance provided by program staff to improve career and technical education programs, services, and activities within Juvenile Justice Programs.*
- *Evidence of past success in administering projects that provided services to DJJ students through CTE. The applicant has a solid plan for sustainability to facilitate CTE program continuation beyond this funding source.*

- b) Describe how the project will provide students with career guidance and academic counseling to help inform their future education and training goals; as well as be provided quality instruction from highly qualified teachers who are experts in their field or practice in order for students to have exposure to all aspects of an industry.**

### ***Considerations***

- *Career guidance and academic counseling are clearly provided to career and technical education students, including linkages to future education and training opportunities.*



- *The recruitment and retention plan of career and technical education teachers, faculty, and career guidance and academic counselors to support students being served by DJJ programs, including individuals in groups underrepresented in the teaching profession is included*
- *The applicant provides opportunities for students to obtain strong experience and understanding of all aspects of an industry which may include work-based learning experiences or other capstone learning experiences.*

**c) Describe how the project will be managed both fiscally and programmatically.**

**Considerations**

- *The identified staff is qualified to produce the outcomes stated for the project.*
- *The management information system and processes are appropriate and sufficient to monitor the program and report performances/goals attained.*

**4. Dissemination Plan**

**Describe the methods/strategies to disseminate and share information about the proposed project to appropriate populations.**

**Considerations**

- *The applicant’s dissemination plan will use effective and realistic means to reach the appropriate audiences, including the target population(s), the local community, and other organized entities, if/when indicated.*
- *The dissemination plan reflects a thorough grasp of the proposed project and a positive impact on the targeted population(s).*

**5. Support for Reading/Strategic Imperatives**

**Describe how the project will incorporate one or more of the Goals included in the State Board of Education’s K–20 Strategic Plan.**

**URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>**

**6. For Federal Programs — General Education Provisions Act (GEPA)**

**Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details, refer to: <http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>**

**7. Budget Narrative Requirements**

**Describe how the project budget aligns to the funding purpose of this grant opportunity**

**Considerations**

- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of students to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Present a budget that reflects objectives and proposed costs of the project.

**Note:** This Budget narrative component is in addition to completing the DOE 101, Budget Narrative Form. Visit: FDOE's website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml>. Additional guidance on Uniform Grant Guidance can be found at <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>.

### **Other Requirements**

- **Cooperative Agreement Form** — between School District and DJJ Facility
- **DJJ Grant Enrollment Data Report** — Upon request, for the purposes of the Federal Perkins Consolidated Annual Report, agencies may be required to submit to FDOE the following data for students in DJJ facilities for the 2023–2024 program year: Instruction will be provided under separate cover.
  - *The number and percentage of CTE students (completed 1 or more CTE credits) who earned a CAPE secondary or postsecondary industry certification. The number and percentage of CTE students (completed 1 or more CTE credits) who attained a standard high school diploma, Florida High School Equivalency Diploma or proficiency credential, certificate or degree.*
  - *The number and percentage of CTE students from special populations as defined in Perkins V who participated in a program.*
  - *The number and percentage of CTE students from special populations as defined in Perkins V who concentrated in a program*
  - *The number and percentage of CTE students who exited secondary school with a standard high school diploma or State of Florida Equivalency Diploma and found employed in in a related field.*
  - *The number and percentage of CTE students returning to secondary school.*
  - *The number and percentage of CTE students who exited secondary school with a standard high school diploma or State of Florida Equivalency Diploma and found in postsecondary education in Florida.*
  - *The number and percentage of CTE students who exited secondary school with a standard high school diploma or State of Florida Equivalency Diploma and found joining the military.*

### **Contractual Service Agreements**

Contractual Service Agreements must be in compliance with Florida Statutes, Sections 215.422, 215.971, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code. Applicants proposing fiscal/programmatic agreements should carefully review and follow the guidance of the *State of Florida Contract and Grant User Guide*, Chapter 3, Agreements at URL: <https://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Grant+Professionals>

All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed (agency head or designee's signature, and subcontractor signature), clear and comprehensive agreement which provides the legal basis for enforcement before rendering any contractual services. Because the success of a project can be directly linked to the quality of the agreement, issuing a formal agreement including a detailed scope of work is critical.

### **Conditions for Acceptance**

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A, Project Application Form and DOE 101, Budget Narrative Form
- 3) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
  - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record (do not use signature password protection).
  - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 4) Eligible Applicant(s) must submit all application documents electronically to FDOE Office of Grants Management via the ShareFile system — **Agency Number-Agency Name\_xxB006\_SUBMIT** — by the date specified.

#### **Method of Review**

- Eligible recipient application will be reviewed for approval by FDOE staff using the criteria specified in the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, under Section 124 (a) General Authority: From amounts reserved under section 112(a)(2).
- Eligible recipient may be asked to revise and/or change content stated in their application in order to be approved for funding.
- In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and Office of Grants Management staff.
- The **Application Review Criteria and Checklist** found in the **Attachments** section will also be used by FDOE staff to review applications.

# Attachments

- **Allocation Chart**
- **Cooperative Agreement Form**
- **Action Plan Form**
- **DOE 100A, Project Application Form**
- **DOE 101, Budget Narrative Form**
- **Projected Equipment Purchases Form**
- **Application Review Criteria and Checklist**

**Strengthening Career and Technical Education for the 21st Century Act  
(Perkins V)  
2023–2024 Department of Juvenile Justice (DJJ)**

District	Allocation
<b>Brevard County School District</b>	<b>\$ 100,000</b>
<b>Lake County School District</b>	<b>\$ 100,000</b>
<b>Miami-Dade County School District</b>	<b>\$ 100,000</b>
<b>Okaloosa County School District</b>	<b>\$ 100,000</b>
<b>Osceola County School District</b>	<b>\$ 100,000</b>
<b>Polk County School District</b>	<b>\$ 25,000</b>
<b>TOTAL</b>	<b>\$ 525,000</b>

# COOPERATIVE AGREEMENT FORM

## Between School District and DJJ Facility for FY 2023–2024 (Complete for Each Facility)

\_\_\_\_\_ School District hereby enters into a cooperative agreement with \_\_\_\_\_, a Department of Juvenile Justice facility, to establish the curriculum, goals, and performance measures for career and technical education programs in Department of Juvenile Justice programs.

The agencies will jointly develop, expand, or strengthen career and technical programs to include career and technical competencies needed for entry into a specific occupation pursuant to Section 985.3155, Florida Statutes.

The school district will be the fiscal agent and will provide coordination for maximizing appropriate state and federal funding sources, including funds under the Perkins Act.

The role(s), activities, and expected contributions of the each entity shall be summarized in a separate memo, signed by a representative of the school district and DJJ facility, and submitted to FDOE.

\_\_\_\_\_  
Signature of Agency Head Date: \_\_\_\_\_

\_\_\_\_\_  
Career and Technical Education Director Date: \_\_\_\_\_

\_\_\_\_\_  
Dropout Prevention Specialist Date: \_\_\_\_\_

\_\_\_\_\_  
Juvenile Justice Program Administrator Date: \_\_\_\_\_

\_\_\_\_\_  
Juvenile Justice Lead Educator Date: \_\_\_\_\_

\_\_\_\_\_  
Deputy Director of DJJ Career and Technical Education Date: \_\_\_\_\_

FLORIDA DEPARTMENT OF EDUCATION

Project Application

<p><b>Please return to:</b></p> <p>Florida Department of Education upload into Office of Grants Management (OGM) ShareFile folder <b>AgencyNumber_AgencyName</b> <b>_XXB006_submit</b></p>	<p><b>A) Program Name:</b> Perkins V — Department of Juvenile Justice</p> <p><b>TAPS NUMBER:</b> 24B006</p>	<p><b>DOE USE ONLY</b></p> <p>Date Received</p> <hr/> <p><b>Project Number (DOE Assigned)</b></p>								
<p><b>B) Name and Address of Eligible Applicant:</b></p>										
<p><b>C) Total Funds Requested:</b></p> <p>_____</p> <p><b>DOE USE ONLY</b></p> <p><b>Total Approved Project:</b></p> <p>\$</p>	<p><b>D)</b></p> <p><b>Applicant Contact &amp; Business Information</b></p> <table border="1"> <tr> <td data-bbox="630 716 1084 772">Contact Name:</td> <td data-bbox="1084 716 1537 772">Telephone Numbers:</td> </tr> <tr> <td data-bbox="630 772 1084 846">Fiscal Contact Name:</td> <td data-bbox="1084 772 1537 846"></td> </tr> <tr> <td data-bbox="630 846 1084 909">Mailing Address:</td> <td data-bbox="1084 846 1537 909">E-mail Addresses:</td> </tr> <tr> <td data-bbox="630 909 1084 1010">Physical/Facility Address:</td> <td data-bbox="1084 909 1537 1010">UEI number:  FEIN number:</td> </tr> </table>		Contact Name:	Telephone Numbers:	Fiscal Contact Name:		Mailing Address:	E-mail Addresses:	Physical/Facility Address:	UEI number:  FEIN number:
Contact Name:	Telephone Numbers:									
Fiscal Contact Name:										
Mailing Address:	E-mail Addresses:									
Physical/Facility Address:	UEI number:  FEIN number:									
<p><b>CERTIFICATION</b></p> <p>I, _____, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p><b>E)</b> _____ Signature of Agency Head Title Date</p>										

## Instructions for Completion of DOE 100A

- A. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C. Enter the total amount of funds requested for this project.
- D. Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the [Green Book](#). The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
  - **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**



# EXAMPLE

## Perkins V Budget Narrative Form (DOE 101 Form)

A) \_\_\_\_\_  
Name of Eligible Recipient:

B) \_\_\_\_\_

**TAPS Number**  
**24B006**

Project Number: **(DOE USE ONLY)**

**NOTE:**

When completing this form under Column (3), **Account Title and Narrative**, for each line item, specify the "Use of Funds" by number for all budgetary expenditures such as salaries, equipment and supplies. Expenditures must focus on continuous performance improvement. Show amounts in whole dollars only.

(1)	(2)	(3)	(4)	(5)
FUNCTION	OBJECT	ACCOUNT TITLE, NARRATIVE, AND EXPLANATION	FTE	AMOUNT (whole \$)
####	###	<b>Contractual Service:</b> Comprehensive Local Needs Assessment (sample expenditures) salary positions, survey development, meeting expenses. <b>Sec.134: Local Application, Narrative Section, CLNA Needs and Priority:</b> Provide the applicable number(s) such as, "Section 1-B:ii, Need 4; D:I Need 2; F:i, Need 2." <b>Program Number or CIP#:</b> 123456789 <b>Sec.135: Uses of Funds:</b> Requirement for the Uses of Funds: 1A, 2B, 5O, 5D.		3,000
####	###	<b>Salaries:</b> Perkins Project Coordinator to assist with administrative requirements of the Perkins Grant. <b>ADMINISTRATIVE COST</b> Sec.134: Local Application: Program Number or CIP#: Sec.135: Uses of Funds:	.25	11,352
####	###	<b>Retirement: * (9.85%) ADMINISTRATIVE COST</b>		1,118
####	###	<b>Social Security: (7.65%) ADMINISTRATIVE COST</b>		868
####	###	<b>Worker's Comp: (1.01%) ADMINISTRATIVE COST</b>		115
####	###	<b>Salaries:</b> 4 CTE teachers. 1 for Culinary Arts and 2 for Allied Health, 1 for Automotive Sec.134: Local Application: Sec.135: Uses of Funds:	4.0	192,704
####	###	<b>Retirement: (9.85%)</b>		18,981
####	###	<b>Social Security: (7.65%)</b>		14,742
####	###	<b>Worker's Comp: (1.01%)</b>		1,946
####	###	<b>Materials and Supplies:</b> Consumables for CTE programs to include paper, binders, pens, pencils, instructional and recruiting materials. No item costs \$1,000 or more. Sec.134: Local Application: Sec.135: Uses of Funds:		28,186
####	###	<b>Travel- Out of County:</b> 2 CTE Teachers to attend FACTE State Conference. Sec.134: Local Application: Sec.135: Uses of Funds:		652
####	###	<b>Computer Hardware:</b> Purchase of computer equipment to be used by CTE students for instructional purposes. Includes monitors, CPU's peripheral devices memory, and 50 laptop computers. See Equipment Form. Sec.134: Local Application: Program Number or CIP#: Sec.135: Uses of Funds:		76,600
####	###	<b>Indirect Cost**</b>		3,050
			<b>Total</b>	<b>\$353,315</b>

\* Showing the percentage on benefits is optional.

\*\* Indirect Cost plus Administrative Cost cannot exceed 5% of the total grant allocation.

**Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act  
(Perkins V), FACTE DJJ  
State Leadership, TAPS#24B006**

**FY 2023–2024 — APPLICATION REVIEW CRITERIA AND CHECKLIST**

- **Place all items requested in the order indicated below.**
- Include only the items requested. (Do not include **Instructions** pages).
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Include this form in the application package.

Placement Order	Item	Applicant (provide page numbers for items listed)
<b>ITEMS</b>		
<b>1</b>	DOE 100A, Project Application Form — with appropriate signature	
<b>2</b>	DOE 101, Budget Narrative Form	
<b>3</b>	Projected Equipment Purchases Form	
<b>4</b>	Cooperative Agreement Form	
	<b>NARRATIVE COMPONENTS</b>	
	1. Project Abstract. Must include: <ul style="list-style-type: none"> <li>• Summary</li> <li>• Enrollment Memo</li> <li>• Projected Enrollment Table</li> <li>• Collaboration Memo (signed by district and DJJ facilities)</li> </ul>	
	2. Project Need	
	3. Project Design and Implementation a – c	
	4. Dissemination Plan	
	5. Support for Reading/Strategic Plan	
	6. General Education Provisions Act (GEPA) — one page summary	
	7. Budget Narrative	
<b>6</b>	Application Review Criteria and Checklist	

**NOTES:** Upon request, FDOE **may require** districts to submit a separate **DJJ Grant Enrollment Data Report** as described in the “Other Requirements” section. All project recipients must submit a completed **DOE 399 form**, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.